



# Form Instructions

## Pre-Election Report - Political Committees

### Form ATX.7PAC

The Pre-Election Report by Committees must be completed by any political committee that accepts contributions that total more than \$2,500; or makes expenditures that total more than \$1,000 during the period beginning the 9<sup>th</sup> day before the date of an election and ending at 5 p.m. on the day before the date of an election. The report must be filed with the City Clerk no later than 5 p.m. on the first business day after each date that one or both of the reporting thresholds are met.

#### Electronic Filing of ATX.7PAC Data

Pursuant to City Code, the Pre-Election Report must be reported electronically using the fillable PDF form provided by the City Clerk's Office. The form should be delivered to the City Clerk's Office electronically on a flash drive. Submitting the Pre-Election Report and associated schedules as instructed fulfills the requirement to provide a structured data file. Fillable PDF forms must be received by the City Clerk in the provided format. Printed and scanned, or otherwise modified, copies of the fillable PDFs will render the data unreadable and the City Clerk will be required to reject the submitted data. Email submission of the fillable PDFs is not permitted.

Required fields are highlighted in **red** below. Failure to complete a required field will result in the data file being rejected by the City Clerk.

Per Chapter 2-2-26, the City Clerk will reject data files that do not comply with formatting and data consistency requirements. Acceptance of a paper form does not indicate acceptance of the data file. For each submitted fillable PDF, a validation report will be generated and provided to the filer within one business day, indicating acceptance or rejection of the data file.

The Pre-Election Report by Political Committees consists of a coversheet and two individual reports:

- ATX.7A: Pre-Election Report of Contributions
- ATX.7F: Pre-Election Report of Expenditures

#### Page 1: ATX.7PAC Coversheet Committee Information

- 1. Total Pages Filed:** The total number of pages included in the report.
- 2. Filer Name:** Name of the individual filing the report.
- 3. Committee Name:** The political committee's name. *This field is required. A blank value in this field will result in an error that will cause the data file to be rejected.*
- 4. Committee Address:** The committee's street or mailing address.
- 5. Committee Treasurer Name:** The full name of the committee's treasurer.
- 6. Committee Treasurer Address and Phone:** The mailing or street address and phone number of the committee's treasurer.
- 7. Reporting Period:** The date on which the reporting period for this period starts, and the date on which the reporting period for this report ends. Enter all dates in the format `yyyymmdd`. *This field is required. A blank value in this field will result in an error that will cause the data file to be rejected.*



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#### Page 2: ATX.7PAC Coversheet Affidavit

**8. Reports Attached:** Identifies the report type(s) attached to the coversheet. Check all boxes that apply.

**9. Affidavit:** Signature of filer. Upon receipt of the fillable PDF, the City Clerk will print a paper copy of the form for the filer to sign.

#### Page 3: ATX.7A Contribution Information

For each contribution accepted by the committee during the reporting period, the following information must be provided. If the committee has no contributions to report, leave this page blank.

**1. Contributor Name:** The contributor's full name (for individuals) or the name of the company, political committee, organization, or group (for entities). For Individuals, check the box next to "Contributor is an individual". *The Contributor Name field is required. A blank value in this field will result in an error that will cause the data file to be rejected.*

**2. Contributor Address and Employer/Occupation:** The contributor's street or mailing address, including city, state, and zip code.

**Contributor Employer and Occupation:** If the contributor is an individual, provide the contributor's employer and occupation. *If the contribution amount is \$200 or more, the Contributor Employer and Occupation field is required. A blank value in this field will result in an error that will cause the data file to be rejected.*

**3. Contribution Details:** For each contribution, the following information must be provided:

**a. Contribution Date:** The date on which the contribution was accepted. Enter all dates in the format yyyyymmdd. *This field is required. A blank value in this field will result in an error that will cause the data file to be rejected.*

**b. Contribution Amount:** The amount of the contribution, or the market value of an in-kind contribution. *This field is required. A blank value in this field will result in an error that will cause the data file to be rejected.*

**c. In-Kind Contribution Description:** For an in-kind contribution, a description of the contribution.

To add additional contributions, click the "Add Another Contribution Page" on the lower left-hand side of the form.

#### Page 4: ATX.7F Expenditure Information

For each expenditure made by the committee during the reporting period, the following information must be provided. If the committee has no expenditures to report, leave this page blank.

**1. Payee Name:** The payee's full name (for individuals) or the name of the company, political committee, organization, or group (for entities). For Individuals, check the box next to "Payee is an individual". *The Payee Name field is required. A blank value in this field will result in an error that will cause the data file to be rejected.*

**2. Payee Address:** The payee's street or mailing address, including city, state and zip code.



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**3. Expenditure Details:** For each expenditure, the following information must be provided:

- a. Category:** The category code of goods, services, or other thing of value for which an expenditure is made. *This field is required. A blank value in this field will result in an error that will cause the data file to be **rejected**.*
- b. Expenditure Amount:** The amount of the payment. *This field is required. A blank value in this field will result in an error that will cause the data file to be **rejected**.*
- c. Description:** If the category code is "Other," a description of the category of goods, services, or other thing of value for which an expenditure is made.
- d. Expenditure Date:** The date on which the payment was made. Enter all dates in the format yyyyymmdd. *This field is required. A blank value in this field will result in an error that will cause the data file to be **rejected**.*

**4. Candidates and/or ballot measures supported or opposed (if applicable):** For each candidate, officeholder, or ballot measure supported or opposed by a direct campaign expenditure, the following information must be provided. If the expenditure reported is not a direct campaign expenditure, leave this area blank.

- a. Candidate or Measure Name:** For ballot measures supported or opposed, the name of each measure. For candidates or officeholders, the last name of each individual supported or opposed by the expenditure.
- b. Candidate First Name:** The first name of each candidate or officeholder supported or opposed by the expenditure, if applicable.
- c. Office Sought:** The office sought by each candidate or officeholder supported or opposed by the expenditure, if applicable.
- d. Office Held:** The current office held by each officeholder supported or opposed by the expenditure, if applicable.

To add additional expenditures, click the "Add Another Expenditure Page" on the lower left-hand side of the form.